

# INSPECT ERROR CORRECTION USER GUIDE

[www.in.gov/inspect](http://www.in.gov/inspect)

Email: [inspect@pla.in.gov](mailto:inspect@pla.in.gov)



LOGIN PAGE: [Prescription Monitoring Program Login](http://www.in.gov/inspect) or you may visit [www.in.gov/inspect](http://www.in.gov/inspect) and click the INSPECT logo to be taken to the Login page.

Have your username (ex: 1512236) and password ready

INDIANA PRESCRIPTION MONITORING PROGRAM

Welcome to INSPECT PMP, Please Login to Continue

Username: 1234567

Password: [masked]

[Forgot Password?](#)

[Login](#)

If you've lost your password, please use the Forgot Password link above or contact the Administrator at:  
Email: [inspect@pla.in.gov](mailto:inspect@pla.in.gov) Phone: (317) 234-4458

If you experience issues with your security questions upon initial login or during the forgot password reset function please email us at the above address.

Not a member? [Register](#)

**WAITING ON YOUR REGISTRATION TO BE APPROVED?** If you have registered online, but have not submitted the account re-authentication form, your registration is not complete. We will only be able to process your registration once that form has been submitted to our office. A copy of that form along with more information can be found here: <http://www.in.gov/pla/2333.htm>. It is not necessary for pharmacy upload accounts.

5/02 - FOR THOSE HAVING UPLOAD PROBLEMS: A new pharmacy data manual has been created by the INSPECT staff to address formatting problems and clarify some of the questions and issues stemming from the earlier manual. A copy of the updated manual along with a sample file is available at [www.in.gov/inspect](http://www.in.gov/inspect). It is important to note that the requirements are specific to Indiana and a generic ASAP 2007 file might be rejected if the format does not match the sample file.

Please check [www.in.gov/inspect](http://www.in.gov/inspect) for status updates and information on the system upgrade.

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## LOGIN:

Login to the PMP with your username and password.

If you do not know your password, you may reset it by clicking [Forgot Password?](#) You will be asked to provide your username and the answers to your security questions. If you do not know your username, please email: [inspect@pla.in.gov](mailto:inspect@pla.in.gov).

INDIANA PRESCRIPTION MONITORING PROGRAM

Welcome, Pharmacy Test [MY ACCOUNT](#) [LOGOUT](#)

Registration Notification **Data Collection**

Home Test Run Upload

Other Links

- Info Center
- FAQ
- Latest News
- Practitioner Self-Lookup

Is now available to all Practitioner users under the Request tab. Practitioners can use the tool to view all records dispensed under their DEA number that have been reported to INSPECT. Published On: 5/13/2011 2:14:00 PM

File Upload

Upload Pharmacy Diskettes

Upload Pharmacy Zero Report

Manual Entry

Messages

File Rejected Notifica...-5/21/2011

Backlog records now pr...-5/16/2011

test-3/31/2011

Password viewed in pla...-1/21/2011

Click here to view all Messages

Requests

No New Announcements

Click here to view all Requests

Announcements

Backlog Records Submit...-5/16/2011

Click here to view all Announcements

News

No New News

Click here to view all News

Reports

Unknown Pharmacy Report

Unknown Pharmacy Report

Unknown Practitioner Report

Unknown Practitioner Report

Unknown NDCCode Report

Unknown NDCCode Report

Top x Oxycodone Report

Top x Oxycodone Report

## LOCATING ERRORS:

Click the **Data Collection** tab in the upper left corner, and then click **File Upload**.

INDIANA PRESCRIPTION MONITORING PROGRAM

Welcome, Pharmacy Test [MY ACCOUNT](#) [LOGOUT](#)

Registration Notification Data Collection

Home > Data Collection > File Upload

Test Run Upload  
File Upload  
Upload Pharmacy Diskettes  
Upload Pharmacy Zero Report  
Manual Entry  
Other Links  
Info Center  
FAQ  
Latest News  
User Guide for Practitioners  
A step-by-step guide for Practitioner users is available at [www.in.gov/inspect](http://www.in.gov/inspect). Please consult this guide if you are having trouble making

### Upload & View File

Upload File **View Uploaded Files**

Select File To Upload

C:\Documents and Settings\fernandes\Desktop\fixed r Browse...

Upload

Home | [Related Links](#) | [Info Center](#) | [FAQ](#) | [Contact INSPECT](#)  
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Select the **View Uploaded Files** tab.

INDIANA PRESCRIPTION MONITORING PROGRAM

Welcome, Pharmacy Test [MY ACCOUNT](#) [LOGOUT](#)

Registration Notification Data Collection

Home > Data Collection > File Upload

Test Run Upload  
File Upload  
Upload Pharmacy Diskettes  
Upload Pharmacy Zero Report  
Manual Entry  
Other Links  
Info Center  
FAQ  
Latest News  
Length of Requests  
The length of a request is restricted to 365 days. If older information is needed, the user can make multiple requests for that individual in year increments. Example:  
1/1/2009 - 12/31/2009,  
1/1/2010 - 12/31/2010.

### Upload & View File

Upload File **View Uploaded Files**

Search Criteria

File Type: Prescription

File Name: Upload Start Date: Upload End Date:

Upload Type: Select Upload Type Login:

Search

#### Uploaded Files List

Showing 1-0 of 2

File Name	File Type	Uploaded By	Errors	Uploaded On	Status	# of Rec	Upload Type	P/T
BH_123456789.133319.DAT	Prescription	Pharmacy Test	5	5/20/2011	Rejected	5	WebPortal	P
demo file.dat	Prescription	Pharmacy Test	5	5/13/2010	Processed	5	WebPortal	P

Items Per Page 10

P - Production, T - Test

### ERROR CORRECTION:

Click the name of an uploaded file or on the number in the error column to view the **File Upload Details**.

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INDIANA PRESCRIPTION MONITORING PROGRAM

Welcome, Pharmacy Test [MY ACCOUNT](#) [LOGOUT](#)

Registration Notification Data Collection

Other Links

- Info Center
- FAQ

Latest News

- Length of Requests

The length of a request is restricted to 365 days. If older information is needed, the user can make multiple requests for that individual in year increments. Example: 1/1/2009 - 12/31/2009, 1/1/2010 - 12/31/2010. Published On: 3/14/2011

### File Upload Details

File Name: BH\_123456789.133319.DAT  
Records Processed: 5

Uploaded By: Pharmacy Test  
Records Rejected: 5

Total Records: 5

Uploaded On: 5/20/2011

[Print](#)

### Error Details

Showing 1-6 of 6

Error Message	Data
5 rows have been rejected, which is more than the ...	
Error while processing DSP segment. Error in Fiel...	DSP*00*3000000313*20110324...
Error while processing DSP segment. Error in Fiel...	DSP*00*0000008498*20110324*00*20110324*00*01*...
Error while processing DSP segment. Error in Fiel...	DSP*00*0000008497*20110324*01*20110324*00*01*55289...
Error while processing DSP segment. Error in Fiel...	DSP*00*0000008497*20110324*01*20110325*01*01*55289...
Error while processing DSP segment. Error in Fiel...	DSP*00*3000000314*20110324*00*20110324*00*01*54868...

Items Per Page: 10

[Back](#)

Home | [Related Links](#) | [Info Center](#) | [FAQ](#) | [Contact INSPECT](#)  
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INSPECT's ASAP 2007 v. 4.0 requirements, along with a sample file, can be found at [www.in.gov/inspect](http://www.in.gov/inspect) or you may email us at [inspect@pla.in.gov](mailto:inspect@pla.in.gov).

Click on an individual error to see the details for that error, which will appear below the Error Messages box.

You can hit the **Print** key to get a full printout of error messages in Adobe .PDF format.

Most errors you should be able to correct by providing the missing information. Errors can be corrected either manually or through resubmission of pharmacy data.

To manually correct an error, click on the pencil & paper icon to the right of the error. Provide the piece of information requested, (Customer ID number, Fill Date, etc.) and hit **Save** to correct the prescription.

Make sure to correct the patient's record in the pharmacy software as well so that future reporting to INSPECT does not contain this error. This step can be done first, then the data can be resubmitted to the INSPECT database to correct records as well.

**Remember that leaving errors uncorrected constitutes noncompliance with IC 35-48-7.**

Please contact INSPECT at [inspect@pla.in.gov](mailto:inspect@pla.in.gov) if you receive any errors you do not understand or if errors are related to the format of the file.